

Course Outline | Access Advanced

1 day(s)

Overview

Level

Advanced

Version

2016

Course Outline

Trusted Locations & Default Locations

- Specifying a trusted location
- Specifying the default file location

Queries

- About queries
- Creating & running an update query
- Creating & running a delete query
- Creating & running a make table query
- Creating & running an append query
- Creating & running a crosstab query
- Creating & running a find duplicates query
- Creating & running a find unmatched records query
- What is a parameter query?
- Creating & running a one variable parameter query
- Modifying a one variable parameter query
- Creating & running a two variable parameter query
- Modifying a two variable parameter query
- Using wildcards in a query: star
- Using wildcards in a query: brackets & dash
- Using wildcards in a query: exclamation mark
- Using wildcards in a query: hash
- Showing maximum or minimum values in a query
- Using calculated fields that perform arithmetic calculations
- Grouping information in a query using functions -sum
- Grouping information in a query using functions -count
- Grouping information in a query using functions -average
- Grouping information in a query using functions -max & min

Forms

- Types of form controls
- Bound controls vs. Unbound controls
- Creating, modifying & deleting bound controls: text box
- Creating, modifying & deleting bound controls: combo box
- Creating modifying & deleting bound controls: listbox
- Creating bound controls: check box
- Modifying & deleting bound controls: check box
- Manipulating bound controls: option groups
- Applying bound control properties: limit to list
- Applying bound control properties: distinct values
- Manipulating unbound controls containing arithmetic expressions
- Manipulating unbound controls containing logical expressions
- Modifying the tab order within a form

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- What is a sub-form?
- Creating a sub-form
- Linking a sub-form

Reports

- Formatting arithmetic calculation controls to display a percentage
- Formatting arithmetic calculation controls to display currency
- Formatting arithmetic calculation controls to display specific decimal places
- Applying a running sum for a group or over all
- What is concatenation?
- Concatenating fields within a report.
- Inserting a data field into a report group
- Inserting a data field into a report page
- Inserting a data field into report headers & footers
- Sorting & grouping records in a report by field(s)
- Forcing page breaks for groups in a report
- Creating a linked sub-report

Macros

- Macro to close an object & open another object
- Macro to open & maximize an object
- Macro to print & close an object
- Assigning a macro to a command button
- Assigning a macro to an object
- Assigning a macro to a control

Linking Data

- Linking external data in an excel workbook to a database
- Linking external text data in a txt file to a database
- Linking external text data in a csv file to a database
- Linking external data to a database using existing database files

Importing Data

- Importing an excel file into a database
- Importing a csv text into a database
- Importing a txt file into a database
- Importing an xml file into a database
- Importing an existing database file into a database